

Town of Reading 16 Lowell Street Reading, MA 01867-2683

Website: www.ci.reading.ma.us

On September 17, 1984, the Board of Public Works (now the Board of Selectmen) adopted the following policy concerning access to public ways:

The Department of Public Works may issue permits for motor vehicles access and exits onto public ways and / or across sidewalks as specified in the Town By-Law Article XIV, Section 6, if the request complies with the following requirements:

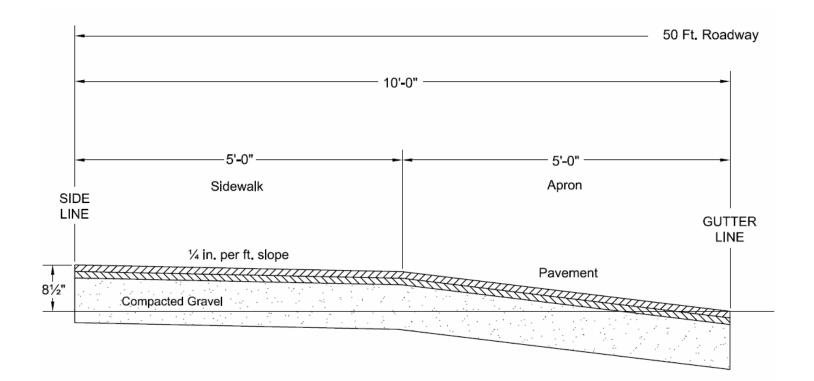
- a. No access shall be allowed at the end of a roadway (except a cul-de-sac).
- b. A single car driveway shall not exceed 12 feet in width.
- c. A double car driveway shall not exceed 24 feet in width.
- d. A single direction parking lot entry shall not exceed 15 feet in width.
- e. A dual direction parking lot access shall not exceed 30 feet in width.
- f. Two access ways may be allowed on any single lot if the distance between the access points shall be at least 125' unless specific indicated needs to the contrary are demonstrated.
- g. The minimum distance between a dual direction parking lot access and any other driveway or entry on the same lot shall be 50'.
- h. Any access to a public way or across any sidewalk shall conform to the typical cross-section of driveway apron (copy attached).
- i. No permit shall be issued for the purpose of parking vehicles on sidewalks, tree lawn areas or roadway shoulders.
- j. No access to a public way or across any sidewalk shall conflict with Town shade trees, nor existing or proposed utilities (hydrants, catch basins, headwalls, etc.).
- k. Any access shall comply with all applicable traffic engineering and safety requirements and standards (sight distance, alignment, etc.)
- 1. The applicant may appeal to the Board in cases of dispute concerning said permit issuance.

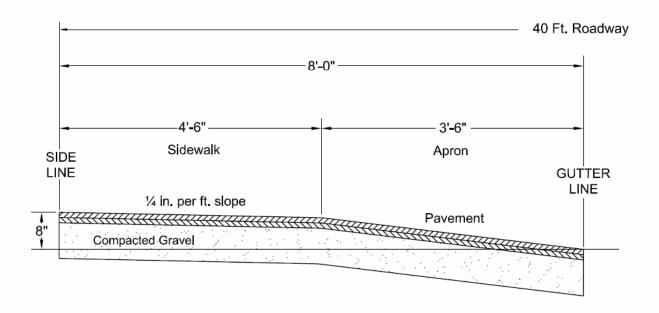
Town of Reading, Massachusetts Driveway Design Requirements

The design standards presented are based on the type of road, design speed, rights of the roadway user and abutting property owners.

- 1. Driveways should be located to the best advantage with regard to the road alignment profile, sight distance conditions, and natural features.
- 2. The standards call for not more than two driveways for any one property. Additional drives should not be allowed unless there is a clear necessity for them. No circular drives are allowed, unless there is a minimum frontage of 150 feet.
- 3. If there are a number of commercial establishments to be constructed, then a service road shall be constructed by the applicant to connect with the exit and entrance allowed under the standards.
- 4. The standard, for commercial drives, on roads having a design speed or an 85th percentile speed of 30 M.P.H. or less may have two 45° drives with a minimum radius of 30 feet and a minimum square width of 20 feet. If the major use of the drives is for trucks, the width may be increased to a maximum of 24 feet.
- 5. In the case of short frontage, where it would be impossible to construct two 45° drives and a driving island, or where warranted by other site conditions, a single 90° driveway, 24 feet wide, measured at the point of tangency to the drive, and two 30 foot radii may be used.
- 6. Residential driveways will consist of a single 90° drive with a maximum property line width of 24 feet.
- 7. Wherever possible, drives are to be set back 50 feet or more from a street corner, measured between the nearest edge of the driveway and the cross road edge of pavement.
- 8. Proposed driveways must conform to the typical cross section requirements for the roadway width being entered whether the sidewalks exist or not.
- 9. At locations where sidewalks and curbing exist, curb corners of like material shall be installed with a minimum a 2 foot radius.
- 10. The grade of a driveway may not exceed 10% plus or minus for a distance of at least 20 feet from the property line into the lot.

- 11. Driveways with excessive width and length may require drainage, if the surface runoff will create a hazardous condition on the roadway surface.
- 12. All proposed driveways or modifications to existing driveways must be submitted for approval to the Department of Public Works. The sketch shall indicate all trees, hydrants, poles, etc., as well as the gutter grade, property line grade, and proposed grades in sufficient detail to insure compliance with the above requirements.
- 13. Any driveways for a commercial or industrial use will require approval from the Board of Public Works.





PAVEMENT: 1½" base course, 1" top or wearing course GRAVEL: 1' thickness, compacted in two or more lifts.

Material shall be well graded as directed by the Superintendent

of the Board of Public Works.

TYPICAL CROSS-SECTION OF DRIVEWAY APRON (not to scale)

Street Opening Permit Policy

This policy establishes requirements for performing work within road rights-of-way within the Town of Reading.

Activities Requiring a Street Opening Permit

No person shall excavate any roadway in the Town of Reading for the purposes of installing or repairing sewer, water, drainage, gas, telephone, cable television or other utilities without first obtaining a Street Opening Permit from the Engineering Division of the Department of Public Works.

In addition, any excavation within the road right-of-way for the installation or replacement of driveway aprons, sidewalk or curb, or occupancy of the sidewalk or street area will require the issuance of a street opening permit.

Permit Application Submission Requirements

Applications for Street Opening Permits must include the following information:

- A current valid DIG SAFE number;
- A satisfactory Certificate of Insurance naming the Town of Reading as an additional insured;
- A satisfactory Street Opening Bond in the amount of Five Thousand Dollars (\$5,000.00) executed to the benefit of the Town of Reading; and
- A sketch of the location and nature of the work to be done.

Permit Issuance

Permits will be routinely issued between April 1 and November 15. Between November 15 and December 15, and between March 15 and April 1, a permit may be issued at the discretion of the Engineering Division. Between December 15 and March 15, the Director of Public Works may grant a permit under emergency conditions where no other alternative exists.

Permit Compliance

The applicant must comply with the Street Opening Permit Requirements and Roadway Construction and Repair Standards or Driveway Design Requirements as established by the Department of Public Works.

Permit Fees

A fee of \$25.00 will be charged for Street Opening permits related to driveways, sidewalk, curb, and street occupancy.

A fee of \$50.00 will be charged for Street Opening Permits related to utility construction or reconstruction.